



DEPARTMENT OF HEALTH AND HUMAN SERVICES

**NAVAJO AREA  
INDIAN HEALTH SERVICE**



**VACANCY ANNOUNCEMENT**  
FD-09-02

**OPENING DATE**  
JANUARY 15, 2009

**CLOSING DATE**  
FEBRUARY 5, 2009

**POSITION**  
MEDICAL OFFICER (Chief of OB/GYN)

**LOCATION AND DUTY STATION**  
PHS INDIAN HOSPITAL, CLINICAL SERVICES  
FORT DEFIANCE, ARIZONA

**GRADE/SALARY**  
GS-602-15, \$108,110 - \$136,730 PER ANNUM\*  
\*SPECIAL SALARY RATE UNDER 5 USC 5303

**NUMBER OF VACANCIES**  
ONE VACANCY (MD3603)

**APPOINTMENT**  
● PERMANENT

**WORK SCHEDULE**  
● FULL-TIME

**AREA OF CONSIDERATION**  
● IHS WIDE

**SUPERVISORY/MANAGERIAL**  
● YES, MAY REQUIRE ONE YEAR PROBATION

**PROMOTION POTENTIAL**  
● NO KNOWN POTENTIAL

**HOUSING**  
● YES, GOVERNMENT HOUSING IS AVAILABLE

**TRAVEL/MOVING**  
● MAYBE PAID FOR ELIGIBLE EMPLOYEES

**DUTIES:** Performs duties of Chief of OB-GYN with full responsibility for the supervision and direction of health care and other services provided by physicians, certified nurse-midwives. FDIH is a 36-bed hospital, with 5 LDRP beds and 7 GYN/general medical surgical beds on the inpatient unit. Works on a day-to-day basis with the Clinical Director and other Department Chiefs. Serves as a member of the Medical Staff Executive Committee (MSEC), provides recommendations to the Clinical Director and MSEC relative to CMS and other certifying and regulating organizations, infection control and quality of care issues. Responsible for the Performance improvement and Quality assurance programs of the department. These programs are coordinated with the hospital wide PI programs overseen by the hospital Quality management Committee. Ensures that the department and subordinate departments are in full compliance with CMS, EMTALA and Fort Defiance hospital standards. Exercises approval or disapproval authority of personnel actions requested by subordinate supervisors. Is the recommending official for medical provider applicants to the Service nit and the selecting official for nursing applicants. Responsible for Service planning, position management, career development plans, performance appraisals, awards, disciplinary actions and adhering to the negotiated labor/management agreement; implements and applies Federal EEO guidelines and sets the tone for the department by serving as a role model in EEO matters. Clinical duties include, but not limited to, interview and examination of patients, including complete history and physical examinations when indicated. Orders, performs and reviews and interprets diagnostic tests and studies. Diagnoses a wide variety of illnesses and conditions. Prescribes a wide variety of therapies and interventions based on information obtained and professional medical judgment. Arranges for specialized care or transfer of patients requiring a higher level of care. Performs other duties as assigned.

**“THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT”**

**QUALIFICATIONS REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.**

**POSITIVE EDUCATION REQUIRED:** YES

**LICENSURE REQUIRED:** YES

*The selected individual is required to obtain and maintain medical staff clinical privileges. If privileges are not obtained or maintained during employment, the employee may be subject to adverse actions, up to and including removal from the Federal service.*

**BASIC REQUIREMENTS:** Degree: Doctor of Medicine or Doctor of Osteopathy from a school in the United States or Canada approved by a recognized accrediting body in the year of the applicant's graduation.

**IN ADDITION TO BASIC REQUIREMENTS:** Candidates must have had 52 weeks of specialized experience equivalent to the GS-14 grade level to qualify for the GS-15 grade level.

**CLINICAL AND TRAINING PROGRAMS:** Within Federal clinical and training programs, a distinction is made between general practice and specialist positions. General practitioners must be skilled in recognizing various medical pathologies that require referral to specialists for diagnostic and treatment procedures.

For GS-15, Five (5) years of residency training in the specialty of the position to be filled or equivalent experience and training.

**SELECTIVE PLACEMENT FACTOR:** Candidates must have a permanent, full, and unrestricted license to practice medicine in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

**TIME-IN-GRADE REQUIREMENTS:** Candidates applying under the provisions of the Merit Promotion Plan must have completed 52 weeks of service at the GS-14 level to qualify for the GS-15 grade level.

**SUPERVISORY OR MANAGERIAL ABILITIES:** Candidates must have demonstrated in their work experience or training that they possess, or have the potential to develop the qualities of successful supervision, as listed below:

- a. Ability to and review the work of subordinates trains and works effectively with subordinates from a variety of backgrounds and with different levels/area of training.
- b. Ability to accomplish the quality and quantity of work expected within set limits of cost and time.
- c. Ability to plan own work and carry out assignments effectively.
- d. Ability to communicate with others effectively both orally and in writing out solutions to problems or questions related to the work.
- e. Ability to understand and further manage goals as these affect day-to-day operations.
- f. Ability to develop improvements in or design new work methods and procedures.

**PERSONAL ATTRIBUTES:** The attributes listed below are important to success in supervisory or managerial positions at all supervisory levels. Accordingly, candidates for all supervisory positions must demonstrate all of the following qualities:

- Objectivity and fairness in judging people on their ability, and situations on the facts and circumstances;
- Capacity to adjust to change, work pressures, or difficult situations without undue stress;
- Willingness to consider new ideas or divergent points of view; and
- Capacity to "see the job through."

**CONDITIONS OF EMPLOYMENT:** Immunization requirements- All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunization will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position that requires regular work at a Service Unit.

**REASONABLE ACCOMMODATION:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**LEGAL AND REGULATORY REQUIREMENTS:** Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

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**\*\*\*NOTE\*\*\*:** Refer to OPM Handbook Qualification Standards, Series GS-0602 for complete information. For more complete information contact your Servicing Personnel Office. In order to obtain educational credit, you are required to provide official transcripts by the closing date of this announcement.

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### **WHO MAY APPLY:**

**MERIT PROMOTION PLAN (MPP) CANDIDATES:** Applications will be accepted from status eligible (e.g., reinstatement eligibles and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian Preference.

**EXCEPTED SERVICE EXAMINING PLAN (ESEP) CANDIDATES:** Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Examining Plan. These candidates MUST indicate on their resumes or, application, whether their resume or application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

**Veterans:** Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

### **INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.**

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a certificate of expected separation, you may be entitled to special priority selection under the DHHS Career Transition Assistant Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed on and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation etc.).
6. Meet the basic qualifications for the position any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

### **INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).**

If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
  - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
    1. Received a specific RIF separation notice; or
    2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
    3. Retired with a disability and whose disability annuity has been or is being terminated; or
    4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates Retirement in lieu of RIF; or
    5. Retired under the discontinued service retirement option; or
    6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
  - B. Former Military Reserve or National Guard Technician who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have greater promotion potential than the position from which you were separated.

3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factor, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

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**EVALUATION CRITERIA:** Evaluation will be made of Experience, Performance Appraisal, Training, Letters of Commendation, Self-Development, Awards and Outside Activities, which are related to the position. To receive full credit for your qualifications, provide a narrative statement, which fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishment and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. ABILITY TO DIRECT AND SUPERVISE THE WORK OF OTHERS.
2. SKILL IN TECHNICAL PROCEDURES.
3. ABILITY TO COMMUNICATE ORALLY.
4. ABILITY TO COMMUNICATE IN WRITING.
5. KNOWLEDGE OF DISEASE PROCESS, DIAGNOSTIC AND THERAPEUTIC PROCEDURES.

(SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS)

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**NOTE: Form OF-306 "Declaration for Federal Employment" and Addendum to OF-306,** BOTH forms must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding yes to any one of these two questions can make you ineligible for employment in this position. **If you make a false statement in any part of your application, you may not be hired, you may be fired after you begin work; or you may be fined or jailed.**

**"DESIGNATION OF CHILD CARE POSITION UNDER PL 101-630 AND PL 101-647"**

**HOW & WHERE TO APPLY:** All applicants, except Commissioned Officers, must submit one of the following to the **PHS Indian Hospital, Human Resources Department, P.O. Box 649; Fort Defiance, AZ 86504**, by close of business (5:00 p.m.) on the closing date. For more information contact Christina Bitsilly, Human Resources Specialist at (928) 729-8259

1. OF-612, Optional Application for Federal Employment; OR
2. SF-171, Application for Federal Employment; OR
3. \*Resume; OR
4. \*Any other written application format; PLUS Official Transcript of college courses; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position are being filled.

THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION. WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX, E-MAIL OR ELECTRONIC RESUMES

A **copy** of an **Official Bureau of Indian Affairs "Verification of Indian Preference for Employment in BIA and I.H.S", Form 4432** signed by the appropriate BIA Official, **must be submitted if the applicant claims Indian Preference.** Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA Form 4432, but must state such documentation is contained in their Official Personnel Folder.

**\*INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. **SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES), AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.**

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with Zip Code) and Day and Evening Phone Numbers (with Area Codes).
3. Social Security Number.

4. Country of Citizenship.
5. Veteran's Preference Certificate: DD-214, indicating discharge and/or SF-15 if claiming 10 point preference. Veteran's Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles.
6. Copy of the latest SF-50, Notification of Personnel Action, if current or prior Federal employee.
7. Highest Federal civilian grade held (give series and dates held).
8. High School: Name, City, State (Zip Code if known) and date of Diploma or GED.
9. Colleges and Universities: Name, City, State (Zip Code if known), majors, type and year of any degrees received (if no degree, show total semester or quarter hours earned); attach transcripts.
10. Work experience (Paid and Non-Paid): Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), hours per week, and salary.
11. Indicate if we may contact your current supervisor.
12. Job related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments.

**NOTE: PERSONS WHO SUBMIT INCOMPLETE APPLICATIONS WILL BE GIVEN CREDIT ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVE FULL CREDIT FOR THEIR VETERANS PREFERENCE DETERMINATION, INDIAN PREFERENCE, EDUCATION, TRAINING AND/OR EXPERIENCE.**

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**ADDITIONAL SELECTIONS:** Additional or alternate selections may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

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**COMMISSIONED OFFICERS:** Commissioned Officers may indicate an interest in being considered by submitting a resume. Commissioned Corps applicants will be evaluated by the Personnel Office against the applicable Preston standard or the civil service standard, if no Preston standard exists. These applicants must describe the experience gained in their two most recent positions and provide the dates they occupied those positions.

In addition, Commissioned Corps applicants must also provide information regarding education, including degrees obtained and schools attended by submitting official transcripts and they must include home/work telephone numbers if this information is not contained in the resume. When required by the vacancy announcement, these applicants must provide specific information related to any knowledge, skills and abilities, which are being used as selective factors. Commissioned Corps applicants may also be required to submit proof of Indian Preference and proof of possession of the appropriate license.

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**INDIAN PREFERENCE:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

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**SELECTIVE SERVICE CERTIFICATION:** If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

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**EQUAL EMPLOYMENT OPPORTUNITY:** SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

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<b>HUMAN RESOURCES CLEARANCE</b>	<b>DATE</b>
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EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER FD-09-02. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED.

SUPPLEMENTAL QUESTIONNAIRE  
MEDICAL OFFICER (CHIEF OF OB/GYN)

1. ABILITY TO DIRECT AND SUPERVISES THE WORK OF OTHERS. The person in this position must have the ability to supervise and motivate a wide variety of employees including health care professional and all support staff to manage and monitor programs activities. In addition, this person must have the ability to evaluate the work of subordinates, counsel employees, recommend employees for selection and promotion, awards, discipline, formal training, schedule leave, resolve complaints, and provide on-the-job training. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

2. SKILL IN TECHNICAL PROCEDURES. This is the ability to apply technical skills in the given specialty. The person in this position must have skills that are current and up to date for the given specialty. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

3. ABILITY TO COMMUNICATE ORALLY. The person in this position must have the ability to communicate effectively with a wide variety of individuals to ensure the information provide to outside parties is accurate and consistent. To plan and coordinate the work directed within the facility and with others outside the subordinate organizations. Includes interpersonal and communication skills in dealing with confrontational and disciplinary situations. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

4. ABILITY TO COMMUNICATE IN WRITING. This is the ability to document medical records and report in a complete, clear, concise and timely manner. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

5. KNOWLEDGE OF DISEASE PROCESS, DIAGNOSTIC AND THERAPEUTICE PROCEDURES. This is the knowledge of disease processes and appropriate diagnostic and therapeutic procedures. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

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#### C E R T I F I C A T I O N

I, CERTIFY THAT ALL OF THE STATEMENTS MADE IN THE ABOVE QUESTIONNAIRE ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND ARE MADE IN GOOD FAITH.

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SIGNATURE OF APPLICANT

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DATE

**SUPPLEMENTAL QUALIFICATIONS STATEMENT**  
**Medical Officer (Chief of OB/GYN), GS-602-15**

(You are required to complete and submit this form with your application)

Name (Last, First, Middle) \_\_\_\_\_ Birth Date \_\_\_\_\_ Social Security Number \_\_\_\_\_

Mailing Address (Number, Street, City, State, Zip Code) \_\_\_\_\_

Basic Professional Training (Name and Location of School) \_\_\_\_\_

Type of Degree (e.g., M. D.) and Date Received: \_\_\_\_\_

If your degree was received in a school outside of the U.S., have you passed the examination given by the Education Council for Foreign Medical Graduates (ECFMG)? Yes [ ☐ ] No [ ☐ ]

Date of ECFMG Certificate (if applicable): \_\_\_\_\_

**INTERNSHIP:**

Type of Internship and Specialty \_\_\_\_\_  
Name and Location of Hospital (City and State) \_\_\_\_\_  
Name of Chief of Service or Program Director \_\_\_\_\_  
Dates Attended (Month/Year) From \_\_\_\_\_ To \_\_\_\_\_  
Date Certificate Received \_\_\_\_\_

**RESIDENCY TRAINING AND FELLOWSHIP:**

Name of Specialty \_\_\_\_\_  
Name and Location of Hospital (City/State) \_\_\_\_\_  
Name of Chief of Service or Program Director \_\_\_\_\_  
Dates Attended (Month/Year) From \_\_\_\_\_ To \_\_\_\_\_  
Date Certificate Received \_\_\_\_\_

**OTHER GRADUATE EDUCATION:**

Major field of study or program \_\_\_\_\_  
Name and Location in Institute (City/State) \_\_\_\_\_  
Date Certificate, Diploma, or Degree Received \_\_\_\_\_  
Dates Attended (Month/Year) From \_\_\_\_\_ To \_\_\_\_\_

**CERTIFICATION BY A SPECIALTY BOARD:**

Are you eligible for certification by an American Specialty Board?

Yes [ ☐ ] No [ ☐ ]

Are you board certified by an American Specialty Board?

Yes [ ☐ ] No [ ☐ ]

If your answer is 'yes' to either question, furnish the following:

Name of specialty board \_\_\_\_\_  
Specialty \_\_\_\_\_  
Date of Certification \_\_\_\_\_